

# The Woodlands Commercial Planning and Design Standards



Adopted by The Development  
Standards Committee (DSC)  
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(Rev. 7/6/05)

## I. GENERAL INFORMATION

### 1.1 Introduction

The Woodlands is a hometown for people and companies, being developed by the Developer on 27,000 forested acres approximately 27 miles north of downtown Houston on Interstate Highway 45 (I-45), the main transportation corridor between Houston and Dallas.

The Woodlands is a community in which people can live, work, play and learn in harmony with the environment. Careful attention has been paid to ecology, with emphasis on preserving natural vegetation for future generations. The trees, shrubs, understory, natural drainage systems, and wildflowers have been enhanced by additional landscaping and development of lakes, parks, and open space.

The Covenants, these Standards and other Zone Criteria have been designed to carry forward The Woodlands design philosophy while enhancing quality of life. For example, the goal of preserving and enhancing the natural environment is implemented through the Standards and Zone Criteria by the designation of Forest Preserves along roadways, building and parking setbacks, landscaping within parking lots, clearance/coverage ratios, the requirement for tree clearing plans and clearing permits, and fencing to protect vegetation during construction.

These Standards pertain to office, retail, light industrial, research, warehouse-distribution, church, schools, recreational, specialty technical, medical, institutional and apartment development as well as other community uses in areas subject to Covenants. Separate standards pertain to residential single family

dwelling, townhouses, condominiums, golf course, and conference center/country club uses.

### 1.2 Purpose of Standards

The purpose of these Standards is:

- (1) To assist the Owner and design personnel in achieving the desired level of site development; and
- (2) To assist the Owner in expediting the architectural review of plans by the appropriate entity by letting the Owner know at an early stage what information is required for the review.
- (3) To enhance the aesthetics and provide for an orderly development of The Woodlands.

### 1.3 Design and Review Authorities

#### A. The Covenants

The Covenants, Restrictions, Easements, Charges and Liens of The Woodlands, the Declaration of Covenants and Restrictions of The Woodlands Commercial Owners Association, and the Declaration of Restrictions of The Woodlands Trade Center ("Covenants") are recorded in the Real Property Records of Montgomery County, Texas, and are legally binding upon the developed land, landowners and residents in The Woodlands. The Covenants cover the developed property in The Woodlands and they may vary somewhat from one location to another. The Covenants establish "Associations" to administer and enforce the Covenants within the area covered by those Covenants, and "Committees" to adopt and enforce building and land development and use standards adopted by the Committee. The Covenants provide that

every improvement must be approved by the Committee prior to construction and comply with the applicable set of Covenants and Standards adopted under the authority of these Covenants. Additional Covenants may be recorded in the future.

**B. The Associations**

The Woodlands Community Association, Inc. (WCA), The Woodlands Association, Inc. (TWA), The Woodlands Commercial Owner's Association (WCOA), and The Woodlands Trade Center Owners Association (TCOA), are nonprofit corporations established by the Covenants governing specific geographic areas in The Woodlands. There may be additional associations formed in the future, established pursuant to additional recorded covenants, which may adopt these Standards. The Associations enforce the Covenants and provide many of the available services to residents and Owners in The Woodlands within their specific areas.

**C. The Committee(s)**

The various Associations appoint members to committees which are authorized by the Covenants to adopt and enforce standards governing property use and maintenance requirements, and improvements, additions, and modifications to property within the area governed by that Association.

The design review entity or Committee for the various Associations in The Woodlands is as follows:

WCA  
Development Standards Committee (DSC)

TWA  
Development Review Committee (DRC)

WCOA  
Commercial Standards Committee (CSC)

TCOA  
Trade Center Board of Directors

There may be additional committees formed in the future for new associations.

**D. Building Code**

The Committees have adopted the latest edition of the City of Houston Building Code ("Building Code").

The DSC has also adopted the latest edition of the City of Houston Fire Code ("Fire Code").

All buildings must be designed in accordance with the Codes and all other applicable codes, regulations and ordinances of any other governmental entity. In the event of a conflict between Codes, the more stringent requirement will apply. In the event of a conflict between the Codes and the Standards, the more stringent shall apply. In the event of a conflict between the Standards and the Covenants, the more stringent shall apply.

**E. Initial Land Use Designation**

The recorded Initial Land Use Designation (ILUD) and the Declaration of Restrictions of The Woodlands Trade Center ("Trade Center Declaration"), as applicable, establish permissible land uses, and may set minimum and maximum building sizes and other constraints. Land uses may also be specified in land conveyance instruments.

**F. Local, State, and Federal Law**

Municipal Utility District (MUD), Water Control and Improvement District (WCID), other special purpose districts, city, county, state and federal laws and regulations may apply to an improvement or project.

## G. Plat

Subdivision plats (or maps of land divisions within an area) recorded in the Plat Records of Montgomery County, Texas, show individual lots, Property Lines, minimum building setback lines, utility and other easements, street access limitations and other requirements.

## H. Commercial Planning and Design Standards

Under authority of the Covenants, the various Committees have adopted these Commercial Planning and Design Standards (Standards) which apply to all improvements on property restricted to the Commercial Land Uses.

### 1.4 Definitions

- A. Architect - An architect licensed to practice in the State of Texas.
- B. Major Thoroughfares - A street right-of-way which is designated by the county and/or the City of Houston as a major thoroughfare; including, but not limited to, Woodlands Parkway, Lake Woodlands Drive, Research Forest Drive, Grogan's Mill Road, Gosling Road, Kuykendahl Road, and College Park Drive.
- C. Association - The non-profit corporation established by the Covenants to affect a particular area; the Association enforces the Covenants and provides community services.
- D. Building Setbacks - See Section 3.3 for this definition.
- E. Codes - The latest edition of the Building Code, as same may be amended, and the latest edition of the Fire Code, as same may be amended, where the Fire Code has been adopted by the Committee.

- F. Collector - A street right-of-way which provides access and circulation between major thoroughfares, and local, access, and interior streets.
- G. Commercial Land Uses - For the purpose of these Standards, office, retail, industrial, research, warehouse distribution, specialty technical, medical, churches, schools, recreational, institutional, apartment development, and other community uses, but not golf course and conference center/country club uses which are covered by separate standards.
- H. Committee(s) - The design review entity described in Section 1.3 C.
- I. Community Shopping Center - A 150,000 to 400,000 GSF center anchored by a junior department store(s) or "big box" store(s) and having a service radius of 10 miles.
- J. Convenience Shopping Center - A 5,000 to 30,000 gross square feet of floor area in buildings (GSF) strip center without a major anchor that is comprised primarily of convenience stores such as Stop N Go or a gas station.
- K. Covenants - The restrictive covenants described in Section 1.3 A.
- L. Developer - The Woodlands Land Development Company, L.P.
- M. Easement - See Section 3.2 D for the definition.
- N. Engineer - A structural, mechanical, electrical, and plumbing civil engineer licensed to practice in the State of Texas.
- O. Forest Preserve(s) - Strips of land between Property Lines and Paving Setback lines

wherein existing natural vegetation must be retained, augmented, and/or reforested to the requirements of the Committee. For further information, see Section 3.3 hereof.

- P. Improvement - The placement, construction, alteration or repair of any improvement to the land, including but not limited to, adding or removing square footage to or from a structure, painting or repainting a structure, or in any way altering the grading, drainage, construction, size, shape, or physical appearance of the exterior of a structure. Improvements may be either permanent, that is, affixed to the ground, or temporary.
- Q. Landscape Architect - A landscape architect licensed to practice in the State of Texas.
- R. Landscape Pocket - Those areas on a site where additional landscaping is required by the Committee as a condition of plan approval.
- S. Neighborhood Shopping Center - A 50,000 to 150,000 GSF center comprised primarily of convenience stores and anchored by a supermarket and/or drugstore and having a service radius of three (3) to five (5) miles.
- T. Owner - The owner(s) of record title to the fee interest in any tract of land whether or not the owner(s) resides on the land.
- U. Paving Setbacks - See Section 3.3 for this definition.
- V. Property Line(s) - See Section 3.3 for this definition.
- W. Regional Shopping Center - A 400,000 GSF or larger center containing one (1) or more full-line department stores.
- X. Residential Village - Villages which are predominantly residential as described in the General Plan of The Woodlands, including, but not limited to, Grogan's Mill, Panther Creek, Indian Springs, Cochran's Crossing, Alden Bridge, and Sterling Ridge. Areas which are not included as a Residential Village include, but are not limited to, Town Center, Research Forest, and College Park.
- Y. Setback(s) - See Section 3.3 for this definition.
- Z. Single Family Lot - A lot within The Woodlands used or restricted to use for a structure designed for the residential use of a single family, but excluding apartments (Single Family Dwelling). Single Family Dwellings may be attached or detached (townhouses, duplexes or one or two story condominiums).
- AA. Street Right-of-Way or ROW - The area, both paved and unpaved, which has been dedicated to the county or other public body for public access, drainage, and utility purposes.
- BB. Zone Criteria - Zone Criteria are specific standards established by a Committee for a particular zone based upon characteristics unique to that zone, except as provided herein. For example, Zone Criteria for a particular shopping center, may include, but shall not be limited to, materials, colors, roof design, and signage for the center or setback lines, driveway access locations or coverage that pertain to specific parcels of land within that shopping center. Because Zone Criteria vary from one area to another, they are not published as part of the Standards, but are incorporated by reference and made part of these Standards, and are available from the appropriate Committee, if a Zone Criteria for a specific area has been adopted by the Committee. In the event of conflict between Zone Criteria and the

Standards, the Zone Criteria will apply. Special Zone Criteria may be developed for the Town Center, Research Forest, and College Park area(s).

Zone Criteria will not be established by the DSC, except in WCA areas of the Town Center.



## II. PLAN REVIEW / INSPECTIONS

### 2.1 General Information

The Covenants provide that no improvement will be commenced nor will any new use be commenced on any site unless a complete set of plans and specifications has been submitted to and approved by the appropriate Committee.

Approvals are based upon, among other things, conformity and harmony of external design with neighboring structures, effect of location and use of improvements on neighboring sites, proper orientation of main elevation with respect to nearby streets, traffic, parking, circulation, landscaping and conformity of plans and specifications to the intent of the Standards.

The Committee will not arbitrarily or unreasonably withhold its approval of such plans and specifications provided they are in compliance with the Standards, other applicable standards adopted by the Committee, Codes, regulations, and ordinances.

The Committee reserves the right to stop construction in the event any requirement of these Standards is violated.

The Committees meet on a regular basis throughout the year.

### 2.2 Application

A completed application form and two (2) sets of required documents are to be included in each of the three (3) required submissions - Concept, Preliminary, and Final design reviews.

Applications must be received at least three (3) business days in advance of a scheduled meeting in order to be placed on the agenda. In addition to the specific information called for

below, each submission must include the following:

- Title Block - with project name, name and address of Owner, name and address of firm preparing the plan, parcel and village designation, scale, preparation and revision dates, and the state of submission. (i.e., concept, preliminary and final).
- Base Data - showing all existing site conditions such as property boundary (with metes and bounds), parcel acreage, north arrow, existing or proposed streets (with name, ROW width and paving limits), drainage systems serving the site, easements and setbacks (forest, paving and building), topography, major stands of vegetation, and all other significant natural features such as ponds, etc.

The following forms have been developed for use during the Design/Construction Process and can be provided upon request.

Applications for Review by Committee  
(Concept, Preliminary, Final)

Architect's Letter of Code Compliance

Architect's Letter of Completion

Certificate of Compliance or Certificate of Completion, whichever is applicable

### 2.3 Sealed Plans

All structures and improvements must be designed by an Architect. The Architect, assisted by Engineers, if any, shall be solely responsible for the acceptability, sufficiency and safety of structural, mechanical, and electrical systems in the improvements. The Committee does not review or approve these elements.

The landscape plan (and irrigation plan, if applicable) must be prepared by a Landscape Architect.

The seal of the Architect, Engineer, or Landscape Architect must appear on the final plans, and if applicable, specifications.

## 2.4 Fee

Plan Review for New Construction will be determined by type of construction. Ken Anderson & Associates, Inc., Architects will review concept, preliminary, and final for new construction and additions to existing structures of air-conditioned space or projects in excess of 1,000 sq. ft. for DSC/DRC/CSC. CATW will review all other exterior improvements or modifications.

For any project which already has a Certificate of Completion and has an application for addition or remodel under 2,000 square feet, a fee of Two hundred dollars will be made to TWDC. Projects over 2,000 square feet, a fee of \$ .1 GSF will be made to TWDC.

### 2.4.1 Construction

The following fees shall be required by these Standards:

Plan Review...At contracted rates

New Construction, Additions or Remodel Applications Review (Fee includes Concept, Preliminary and Final Reviews)

Air conditioned space or projects in excess of 1000 square feet floor space up to 2000 square feet.....\$200.00

Air conditioned space over 2000 square feet  
\$0.1 per square foot of floor space.

## 2.5 Compliance Deposit

A refundable Compliance Deposit may be required by the Committee. Some or all of the Compliance Deposit may be forfeited for, among other reasons, non-compliance with the Covenants, Standards, conditions of approval or approved plans, failure to obtain the required inspections, additional inspections or re-inspections required or failure to complete the improvement within the specified time. The amount of the Compliance Deposit is based upon the complexity of the project.

## 2.6 Governmental Regulations

The Covenants and these Standards are not intended to permit any action prohibited by applicable law, rules, or regulations of any governmental authority. Where these Standards contain requirements in addition to or more restrictive than the Codes and applicable governmental laws or regulations, the provisions of these Standards are binding and enforceable, and prevail over the requirements of such laws or regulations unless these Standards are expressly made unenforceable by law or judicial decisions.

## 2.7 Retroactive Effect

Except where stated otherwise in the Codes or other provisions of these Standards, existing buildings, structures or improvements remain subject to the commercial, planning and design standards in effect at the time they were constructed, or these Standards, whichever are less restrictive, except that if a change is required by a Code, the Code requirements will apply. New improvements on a site or alterations or additions to existing improvements shall be subject to these Standards.

## 2.8 Variances

Variances may be granted to these Standards at the sole discretion of the applicable Committee when strict compliance would create an undue hardship by depriving the Owner (or user) the reasonable utilization of its site, or where unusual characteristics are shown which effect the site or use in question making such compliance unfeasible or where the variance constitutes a design improvement.

Such variances will only be granted as long as the general purposes of the Standards are maintained in the judgment of the Committee. Any variance granted from the provision of the Standards shall only be applicable to the specific site and conditions for which the variance was granted, and will in no respect constitute a change in or affect the terms or conditions set out in the Standards as apply to other sites or conditions.

## 2.9 Limitation of Liability

The Committee shall not bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with the Codes and other governmental requirements. It is the duty of the Owner and any contractor or consultant of Owner to determine that the proposed structure or improvement is structurally, mechanically and otherwise safe, and that it is designed and constructed in accordance with the Covenants, all Standards, all applicable governmental requirements, and sound practices. DEVELOPER, THE APPLICABLE ASSOCIATION AND COMMITTEE, THE WOODLANDS COMMUNITY SERVICE CORPORATION, OR ANY PARTNER, OFFICER, DIRECTOR, EMPLOYEE, MEMBER OR REPRESENTATIVE OF ANY OF THE FOREGOING SHALL NOT BE HELD LIABLE FOR SOIL CONDITIONS, DRAINAGE OR OTHER

GENERAL SITE WORK; ANY DEFECTS IN PLANS AND SPECIFICATIONS REVISED OR APPROVED HEREUNDER; OR FOR ANY INJURY, DAMAGES, OR LOSS ARISING OUT OF THE MANNER OR QUALITY OR OTHER CIRCUMSTANCES OF APPROVED CONSTRUCTION ON OR MODIFICATIONS TO ANY SITE, STRUCTURE OR IMPROVEMENT. Each applicant for plan approval must execute a release of all such liability in a form acceptable to the appropriate Committee.

## 2.10 Design Approval Process

No improvements to a site, except for interior improvements and interior alterations to a structure on the site, will be commenced prior to compliance with the following three-part review process. After initial construction, all subsequent interior improvements must be designed and built according to the Codes.

### A. Concept Design Review

The concept design submission will consist of a completed concept design application form and plans of the proposed project and must include the following:

- A topographic survey of the site and tree survey of the site (optional).
- An overall site plan showing the location, size and scope of all improvements (buildings, pedestrian and vehicular) and their relationship to the property boundary, neighboring structures and streets.
- Statistical data setting forth building square foot areas, parking ratios and percentage of hard-surface coverage.
- Tree preservation areas.
- Provisions for trash storage.

- Building plan(s).
- Future expansion plans (Master Development Plan).
- Development Criteria from original land sale contract.

The concept design submission should be approved in writing prior to proceeding with the preliminary submission.

#### B. Preliminary Design Review

The preliminary (or design development) submission shall consist of the completed preliminary design application and more detailed plans and shall reflect the concept approval. In addition to the above, this submission must include the following:

- Site Survey.
- Site improvement details such as building(s), parking lot(s) and or garage, curbing, walks, culvert, fences, screens and mechanical equipment.
- Civil plans that include existing and proposed grades and wet/dry utilities with sizes and locations.
- Building plans and elevations (one copy of a colored elevation is needed).
- Samples of all exterior building materials to show color, texture and finish
- (preferably mounted on an 18" X 24" foam board).
- Mechanical equipment and screening (show all rooftop equipment on elevations).

- A separate landscape plan(s) showing all vegetation setbacks, existing and proposed plant material and irrigation to be installed (irrigations should be to shoulder of road within jurisdictional codes, ordinances, etc).
- Location and details for all exterior signage whether freestanding or building mounted.
- Site and exterior building illumination.
- Construction access and staging areas, if starting construction after preliminary approval and clearing permit.

The preliminary design submission must be approved in writing prior to proceeding with the final design submission.

#### C. Final Design Review

The final design submission shall consist of a completed final design application form and complete contract documents (plans and specifications) and shall reflect the preliminary design approval. This submission must include the following:

- Complete civil, mechanical, electrical, plumbing, structural and architectural data for all proposed exterior and interior improvements.
- Architects Letter of Completion (this letter is to be submitted at the completion of the project after architect inspection of the project).

\*A Certificate of Compliance will NOT be issued without the submission of this letter.

- Final plan review fee made out to The Woodlands Development Company (TWDC). Fee is based on new fee standards adopted in May 2005.

## 2.11 Construction Review Process

### A. General

All building materials shall be placed inside the Setback(s) of the site, and shall either be used or removed from the site within the normal construction schedule of such a project.

All construction debris, trash and garbage shall be stored in enclosed containers of a kind and a manner approved by the Committee. Said debris, trash and garbage shall be removed from the site to a proper disposal location at least once every two (2) weeks.

All construction shall be completed diligently. Every site shall be landscaped in accordance with the plans approved. Such landscaping shall be completed concurrent with the completion of the structure and improvements, unless otherwise expressly approved.

### B. Clearing Approval

A clearing plan must be submitted to the Committee for approval prior to clearing. The clearing limits are 2' back of the on-site paving, 5' from one-story structures, 10' feet beyond a building face or wall for two-story or higher structures and in Landscape Pockets.

It is important that no clearing occur within a Forest Preserve or Paving Setback except for driveways or utilities that cross the area perpendicular to the applicable setback line and other Permitted Construction as described in Section 3.3. Utility lines should be grouped together where possible in order to minimize the number of crossings of a Forest Preserve.

The Architect/Engineer/Contractor needs to determine how much distance is required for construction and to slope back to natural grade so as not to disturb any natural vegetation within the Forest Preserve and Paving Setback. In addition to the clearing limits, the proposed location of the protective fencing (as further described below) shall be shown on the clearing plan. The contractor shall then ribbon off the approved clearing limits with continuous white tape and call for a site inspection prior to the commencement of actual clearing.

The clearing approval is normally issued subsequent to the final design approval. However, if special circumstances are shown, a clearing approval may be issued after the preliminary design approval is accomplished.

The Owner/contractor is responsible for contacting the Committee and arranging a time to review the clearing tape in the field, and obtaining the issuance of a clearing permit by the Committee.

### C. Protective Fencing

Within seven (7) working days of clearing and prior to any other site work, the contractor must furnish and install 6' tall chain link protective fencing around the entire interior edge of the perimeter Forest Preserves (or such other area as approved by the Committee). Interior Landscape Pockets must be similarly protected.

This protective fencing must remain in place throughout the construction process or until such other time as deemed no longer needed by the Committee.

### D. Inspections

The Covenants give an agent of the Committee the right, but not the obligation, to enter upon a site to make inspections to determine that the work is in compliance with the Covenants and

the Standards. Such inspections are for the sole and exclusive benefit of the Committee and no other person or entity is entitled to rely on the Committee inspections as to any evidence of the safety of the improvements or their compliance with applicable laws, regulations or these Standards.

THE RESPONSIBILITY FOR ANY INSPECTION OF STRUCTURAL ASPECTS INCLUDING, BUT NOT LIMITED TO, CONCRETE, AND MECHANICAL AND ELECTRICAL SYSTEMS, LIES SOLELY WITH THE BUILDER/OWNER.

E. Architect's Letter of Completion

Upon construction completion, the Architect whose seal appears on the plans and/or specifications will be required to submit a letter certifying that the structure and improvements have been completed in accordance with the approved plans and, if applicable, specifications which are in compliance with the Codes and all other applicable Codes, ordinances, laws and regulations related to these Standards, subject to any approved variances..

F. Certificate of Compliance/Certificate of Completion

Following receipt of the aforementioned Architect's Letter of Completion, the Committee may, upon request of the Owner, issue a Certificate of Compliance or Certificate of Completion, as applicable, stating that the improvement complies with the Covenants, the approved plans, and these Standards. The certificate is based solely upon the Architect's Letter of Completion and statements of the Owner.

G. Demolitions

Approval is required for exterior demolitions since such work may result in noise, dust, visual and other impacts.



### III. DEVELOPMENT STANDARDS

#### 3.1 Building Code

The Committees have adopted the Codes.

All buildings must be designed in accordance with the Codes and all other applicable codes, regulations and ordinances of any other governmental entity having jurisdiction over the land and Improvements. In the event of a conflict between Codes, the more stringent requirement will apply.

#### 3.2 Site Development

##### A. Grading and Drainage

Site grading must be kept to a minimum where practical. Paving, structures and improvements will be designed for maximum preservation of the natural grade and vegetation.

Drainage systems must be designed to minimize runoff, erosion, siltation and vegetation removal.

Surface drainage must not cause damage to adjacent properties or existing vegetation as a result of development either during or after construction.

Erosion and siltation control provisions must be employed during and after construction. Control devices must meet any applicable governmental requirements.

The site grading plan will be reviewed at the preliminary stage to ensure that no clearing will be permitted in the Forest Preserve due to grade changes required from building or parking areas. The final construction plans must also demonstrate that the Forest Preserve will not be cleared, except for Permitted Conservation.

##### B. Utilities

All utility services, including all pipelines, cables, fittings and appurtenances for such utilities, must be installed and maintained underground.

To minimize disturbances of the landscape system, where appropriate, all site utility service access must be beneath or directly adjacent to vehicular drives where they penetrate the forest preserve.

Transformers, mechanical equipment, electric, gas or other meters of any type must be adequately screened and painted a color to blend with the native planting or the color of the building.

Noise absorptive fencing and other noise abatement measures may be required when locating facilities near Single Family Lots.

##### C. Easements

An Easement is the right of another party (e.g. a utility company, governmental authority, WCA, TWA, or WCOA) to use a portion of an individual's property for a limited purpose, as set out in a plat, the Covenants, or an easement agreement recorded in county Real Property Records. The easements established by the Covenants (Covenant Easements) affect all sites and provide a buffer zone between properties to minimize the impact of one site upon the other. They are set aside to provide utility service and drainage to the surrounding area, and natural vegetative screening and privacy separations between sites. Covenant Easements are 10' wide at the front and rear of a site, and 5' wide at each side of the site. Many sites in The Woodlands are also affected by Drainage Easements (D.E.), Storm Sewer Easements (S.S.E.), Sanitary Sewer Easements (S.E.), Utility Easements (U.E.), Access and Utility Easements (A.U.E.), and Pathway Easements (P.E.).

Any proposed improvements within easements must be approved by the holder of said easement.

The Committee requires that evidence of such approvals be furnished by the Owner prior to any review of the final submission.

No vertical improvements may be constructed within 15' of a pipeline easement. Pavement within a pipeline easement must be approved by the Owner of the pipeline easement.

### 3.3 Setbacks

#### A. Property Lines

Property lines are the boundary lines of a site separating it from adjacent lands due to ownership or plat. Property lines are distinguished as follows:

- **Front Property Line:** The property line of a site fronting on or bordering upon any street, unless the property is on a corner, then the Front Property Line will be determined by the Committee.
- **Side Property Line:** The property lines which intersect with a Front Property Line.
- **Rear Property Line:** The property line which connects the Side Property Lines and never intersects with a Front Property Line.

#### B. Forest Preserve, Paving Setback and Building Setback

No clearing, excavation, paving, construction, or storage of materials, buildings, or other improvements shall be conducted upon or placed within the Forest Preserves except for Permitted Construction. The term "Permitted Construction" shall mean construction of

drainage and utilities, landscaping, including landscaped earthen berms, approved planters where they would cause a visual obstruction at site access points, illumination, pathways, fences, directional and identification signs, streets, and driveways providing access to improvements from the adjacent public streets ("Permitted Construction"). Permitted Construction shall also include selective thinning of the Forest Preserves for "view corridors". See Landscaping Section for more information. Any Permitted Construction within the Forest Preserves shall be conducted according to plans and specifications approved by the Committee.

Except for Permitted Construction, the area within the Forest Preserves must be maintained in its natural state.

Except as herein provided, Permitted Construction and surface improvements (such as parking areas and walkways) are the only types of improvements which will be permitted within the area between the Paving Setback line and the Building Setback line.

#### C. Front Setbacks

Front setbacks vary according to the type of street on which a particular site has frontage. The minimum setbacks from street ROWs and interior Property Lines may also be found in Zone Criteria for specific areas.

##### I-45:

Forest Preserve & Paving Setback - 60'  
Building Setback - 70'

##### SH 242:

Forest Preserve & Paving Setback - 50'  
Building Setback - 60'

##### Other Major Thoroughfares

Forest Preserve and Paving Setback - 40'  
Building Setback - 50'

Collectors:

Forest Preserve and Paving Setback - 30'  
Building Setback - 40'

D. Side and Rear Setbacks

Same adjacent land use:

- Forest Preserve & Paving Setback -15'  
Building Setback - 25'
- These distances may be increased when utility easements are adjacent to Property Lines.
- A building greater than three (3) floors may have additional setback distances.

Different adjacent land use:  
(Commercial / Residential)

The minimum on-site Forest Preserve and Paving Setback line for Commercial Land Uses is 15' from the Side Property Line and Rear Property Line.

When Commercial Land Uses are located adjacent to any Single Family Lot, additional Paving Setbacks and Building Setbacks will be required.

The minimum Rear Setback or Side Setback from the Property Line of a Single Family Lot to the Paving Setback line of an adjoining Commercial Land Use, other than an apartment site, is 50'. The minimum total Rear Setback or Side Setback from a Single Family Lot to the Paving Setback for an adjoining condominium of three (3) or more stories or an apartment project is 40'. The minimum total setback between the paving line of a condominium of three (3) or more stories in height, or an apartment site and the Paving Setback line of a Commercial Land Use, other than an apartment site, is 40'.

{see diagram}

	Apt. & 3-Story or more, Condominium	Other Commercial Land Uses
Residential – SFD , TH & 1 or 2 Story Condominiums	40'	50'
Residential – Apt. & 3, or more, Story Condominiums		40'

The setback area will be provided and maintained as a Forest Preserve, except where utility easements are part of the setback area. A minimum 30' natural forest is required. If a portion of the Forest Preserve is cleared, the setback distance to the Paving Setback will be increased by 2' for each 1' of cleared width. Re-vegetation with native trees and under-story vegetation will be required unless the area must be maintained in a cleared state.

Building Setbacks on Commercial Land Use sites are a minimum of 10' inside the Paving Setback line. Buildings on Commercial Land Use sites which are located immediately adjoining a Single Family Lot in The Woodlands shall be set back an additional 20' for each additional story above one (1) story, up to five (5) stories. Building setbacks for apartments and condominiums of three (3) or more stories shall be 10' inside the Paving Setback line for each floor, from one (1) story to five (5) stories.

Setback from Paving Line if adjoining a Single Family Lot:

	<u>Commercial</u> (other than apts/condos)	<u>Apts/Condos</u> (three or more stories)
1 story	10'	10'
2 story	30'	20'
3 story	50'	30'
4 story	70'	40'
5 story (and above)	90'	50'

### 3.4 Building Design

#### A. Design Criteria

All structures and improvements must be designed by an Architect.

All structural, mechanical, and electrical/plumbing systems must be sealed by an Architect/Engineer.

The architectural design must be consistent with accepted AIA design principles of the profession, compatible with surrounding development, and in harmony with the environment in the sole judgment of the Committee. Elements to be considered include the building placement, size, shape, height, style, exterior materials and colors, and its relationship to all proposed site improvements.

Buildings should be considered as three-dimensional objects, and attention should be given to the compatible treatment of all exterior surfaces.

Building heights in the Residential Villages are limited to six (6) stories.

Building height limitations outside Residential Villages may be established by a Zone Criteria.

#### B. Zone Criteria

The Committee may adopt Zone Criteria and utilize such criteria in evaluation of future

development requests and taking action against violators.

#### C. Architectural Character

Exterior building materials, textures and colors must be carefully selected so as to be in harmony with the surrounding environment. In general, buildings should be predominantly of one (1) to three (3) exterior materials.

Architectural detail (such as change of plane, texturing, ribbing, fluting, banding, etc.) should be considered to give large surfaces interest where appropriate. In general, colors must be in harmony with the environment. Accent colors will be considered on a case-by-case basis.

While innovative architectural designs are encouraged, the Committee also reserves the right to restrict the architectural style, materials and colors of a building within certain zones to a specific materials pallet or style.

#### D. Additional Considerations

Roof top surfaces and equipment, including antennas which are visible from the street, public way or neighboring property must be approved and of design, location and color acceptable to the Committee. Appropriate screening devices may be required.

Energy conservation should be considered in the building design when determining such things as orientation, shape, thermal mass, colors, shading, reflectivity, air infiltration and ventilation. The incorporation of an alternate energy source (solar, etc.) is encouraged.

### 3.5 Drives and Parking

#### A. Vehicular Access

The number and location of access drives will be limited by the Committee as part of plan approval.

In making these determinations, the size of the site, frontage dimension, street type and traffic volume, street intersection distances, relationship to neighboring site access, together with on-lot functions will be considered.

Generally, a site will be limited to a maximum of two (2) access drives. Frequently, on smaller sites, only one (1) access point will be permitted.

Location of any driveway(s) shall be approved subject to evaluation of site access considerations relative to any thoroughfare(s) adjacent to the site.

Shared drives may be required.

Criteria for driveways varies depending upon their intended usage. Divided driveways require 18' lanes with a 25' return radius.

Undivided driveway widths range from 24' to 30' with a 25' or 30' return radius, depending on the anticipated land use.

When crossing a roadside drainage ditch, driveways must have a properly sized culvert as required by the governmental authority having jurisdiction, plus headwall design which meets the standards of the county in which the site is located is also approved by the Committee.

#### B. Parking Requirements

Adequate off-street parking must be provided for each site to accommodate all parking needs

for employees, visitors and company vehicles, except for specific areas where shared parking is approved by the Committee or where Zone Criteria allow on-street and/or shared parking. The intent of this provision is to eliminate any non-approved on-street parking.

The minimum parking ratios required for typical land uses are as follows:

1. *Medical Office/Clinic* - 4.5 spaces per 1,000 GSF
2. *Retail*
  - Over 600,000 GSF - 4.5 spaces per 1,000 GSF
  - 300,000 to 600,000 GSF - 4.0 spaces per 1,000 GSF
  - Up to 300,000 GSF - 3.5 spaces per 1,000 GSF
3. *General Office* - 3 spaces per 1,000 GSF
4. *Research/Laboratory* - 2.5 spaces per 1,000 GSF
5. *Business Service* - 2 spaces per 1,000 GSF
6. *Warehousing* - 1 space per 1,000 GSF
7. *Restaurant (Freestanding)*
  - Up to and including 5,000 GSF, 10 spaces per 1,000 GSF
  - Over 5,000 GSF, 15 spaces per 1,000 GSF
8. *Churches* - 1 space per 3 sanctuary seats (shared parking with adjoining sites is encouraged)
9. *Day Care* – 9 students (capacity) per space

No parking is permitted in front of any Paving Setback within the area of a Forest Preserve.

All parking shall be in designated parking areas. Parking is not permitted on access drives between the Street Right-of-Way and the Paving Setback line.

### C. Screening

Parking areas must be screened from view from any ROW by one of the following methods:

- Native Woods - The mid-growth and ground cover elements can be used to effectively screen the paving areas and cars from view. The native tree canopy must also be maintained.
- Earthen Berm - Where the native woods have been damaged or are of poor quality, the use of a landscaped earthen berm can be used to screen parking areas. Berms must average three (3) feet in height and be supplemented with planting at their lowest points to maintain the positive screen.

Parking areas must be similarly screened from neighboring sites.

### D. Layout and Landscaping for At-Grade Off-Street Parking

Parking areas must be designed and landscaped to break up the monotony of a single large paved area.

The minimum design requirements are as follows:

- For every ten (10) parking spaces within the parking lot, 300 square feet of landscaped area will be provided. This includes only medians and islands which are not part of setbacks or easements.

- A landscaped median having a minimum width of 15' and running the length of the aisle will be provided for every two (2) contiguous double-loaded parking aisles. For retail land uses, the landscaped median does not have to be contiguous. A 27' long by minimum 8' width planter may be provided after five (5) cars as an acceptable alternative.
- Landscaping islands having a minimum width of 9' will be provided along parking aisles at maximum intervals of twenty (20) parking spaces.
- Parking aisles must not exceed forty (40) cars in a row. The total parking area must be broken into sections not to exceed 400 cars. The maximum number of cars per acre is 110.
- For standard size autos, the minimum stall width must be 9'. The minimum double-loaded aisle dimensions, assuming no overhang, will be:

60' (when parking at 90 degrees)  
55' (when parking at 60 degrees)

Where applicable, spaces may be provided for compact autos with reduced stall sizes and aisles.

### E. Construction

All parking areas and driveways must be paved using reinforced concrete or asphalt.

A curb or other wheel stop must be provided at the perimeter of planted areas to prevent vehicular intrusion.

Where curb and gutter are used at the pavement edge, the top of the curb must be placed at natural grade. Where no curb is



utilized, the pavement must terminate with a suitable edging to ensure stability of the pavement edge, and to direct drainage away from landscaped areas.

### **3.6 Loading, Maneuvering, Storage and Screening**

#### **A. Loading and Maneuvering**

Adequate area shall be provided on site for all loading and maneuvering of trucks and other vehicles in order that such operations will not be carried out in any street.

Truck loading and service areas shall be located and/or screened so as not to be visible from any street or from an adjoining site. No loading door will be permitted to face a street.

Truck loading and service areas shall be located to the side or rear of the building. Loading doors that are located on the side of a building will be set back a minimum distance of 60' from the front building line. No such area will encroach into any Forest Preserve.

#### **B. Storage**

No materials, supplies or equipment (including company-owned or operated trucks) will be stored in any area on a site except inside a closed building or behind a suitable barrier so as not to be visible to the general public or to an adjoining site. Such storage areas will be confined to the rear two-thirds (2/3) of the site.

#### **C. Screening**

All roof additions visible from a public street or from an adjoining site must be screened. No wall, screen or fence of any kind may be constructed unless specifically approved by the Committee. The design, materials, textures, and colors of such items must be architecturally compatible with those of the building, and where possible, are to be

integrated with the building so as to be an extension thereof. Screening devices which face a street must not extend closer to an adjacent street than the building.

Frequently, planting materials can provide an effective screen offering the same opaqueness of a wall. Planting should be considered to soften the appearance of manmade screens.

Screening devices must be of a height at least equal to that of the materials or equipment being screened, but in no event may they be less than 6' in height.

Fences used for security purposes should be designed and placed to be as inconspicuous as possible. For certain locations and applications, chain link type fences may be approvable conditioned upon the use of black vinyl coated fabric, posts and accessories.

Where the native woods have been damaged, or are of poor quality, landscaped earthen berms can provide for an effective screen.

All refuse will be properly contained within refuse containers which will be located and/or screened so as not to be visible from any street or from an adjoining site.

#### **D. Communication Towers and Water Towers (collectively "Tower[s]")**

- All Towers must be approved by the Committee prior to commencement of construction.
- Co-location and joint use of Tower structures by multiple service providers is encouraged.
- Towers should be located in utility service areas, undeveloped areas, or in areas of Commercial Land Uses. Mono-Pole designs are preferred over metal frame designs.

- Innovative design of Tower structures which will aid in blending the structure into the surrounding environment is encouraged.
- Paint colors shall be used to blend the Tower structure in with the surrounding environment.
- If a Tower adjoins a Single Family Lot, a minimum 30' uncleared Forest Preserve setback shall be provided between the Property Line of the Single Family Lot and the cleared area of the Tower.
- Towers less than 60' in height must be set back at least one times the height of the Tower measured from the nearest Building Setback Line of the Single Family Lot to the center of the Tower.
- Towers 60' or more in height must be located at least 1 ½ times the height of the Tower measured from the nearest Building Setback line of the Single Family Lot to the center of the Tower.
- If a Single Family Lot is platted after construction of a Tower has commenced, the Property Lines of the Single Family Lot shall be set back a minimum of one (1) times the height of the Tower.
- Care should be taken to avoid direct cleared view corridors of the Tower from a residential area such as may occur if adjacent streets are configured directly at the Tower.

E. Overhead Electrical Transmission Lines of 138 KV and Greater ("Transmission Lines")

- A minimum 30' Forest Preserve shall be provided between easements for Transmission Lines and the Property Lines of Single Family Lots.
- The overlapping of electrical transmission easements with other infrastructure such as street rights of way, which will result in a reduction in total cleared area, is encouraged.

F. Lift Stations/Water Wells

A minimum 30' uncleared Forest Preserve shall be provided between the clearing required for a lift station or water well and Single Family Lots, and otherwise screened by vegetation.

### 3.7 Amenities and Pathways

A. Site Amenities

Certain projects or areas may be designated for special landscape and streetscape treatment.

Accordingly, supplemental architectural and landscape standards are imposed on sites within these areas. For further information, consult the Zone Criteria.

Irrespective of the location of a site, Owners are encouraged to incorporate architecturally integrated streetscape elements into their project such as pavers, planters, fountains, benches, bollards, trash receptacles, recreation equipment, bicycle racks, decorative lighting, graphics, trellises, gazebos and kiosks.

B. Pathways

A proposed pathway plan exists for many areas of The Woodlands.

For those sites upon which a portion of the townwide pathway is to occur, and for those

sites that are immediately adjacent to a townwide pathway, the Owner of the site could connect the on-site internal connector pathway system of this site to the townwide pathway.

Internal connector pathways and townwide pathways to be constructed by an Owner must be constructed during the building construction phase. Townwide pathways will be minimum of 8' wide. On-site Internal connector pathways must be a minimum of 6' wide. All pathways must be of concrete with a minimum thickness of 4" with mesh reinforcing. All pathways must be constructed so as not to obstruct the flow of natural drainage.

Owners are encouraged to provide adequate parking spaces and racks [with locking devices] for bicycles near the pathway located within their site.

### 3.8 Landscaping

#### A. General

An approved separate and comprehensive landscape plan is required before the construction of any building, structure or other improvement can begin. This plan must be prepared and sealed by a Landscape Architect.

The forest is the most significant visual natural resource of The Woodlands. The objective of this standard is to recognize, utilize and supplement this natural landscape resource. The concept of the landscape plan should be to retain the character of the native "woodlands." Wherever possible, the existing vegetation should be preserved and utilized. The landscape consists of the trees, plants and groundcover as well as soils that support their growth.

#### B. Native Woods

While stating the basic landscape premise of The Woodlands to be the "preservation of the forest", it is appropriate to recognize that due to the inherent higher density characteristics of certain portions of development, this premise may be tempered, resulting in an increase in "hardscape" areas with a corresponding decrease in "softscape" areas.

The Owner of a site must maintain all vegetation (canopy, mid-growth, and groundcover) within the designated Forest Preserves in a natural state, except as permitted herein. In addition, the Committee has the authority to designate Landscape Pockets.

The native woods are comprised of three (3) major components:

- Canopy - pines and hardwoods
- Mid-growth/Understory - magnolia, birch, dogwood, yaupon, wax myrtle, holly, etc.
- Groundcover - wildflowers, grasses, vines, etc.

With proper care, these three (3) components can be used to create two different landscape settings such as:

Closed Woods - All elements remain in their natural state creating a continuous landscape screen/barrier from ground to canopy.

Open Woods - When deemed appropriate, selective removal of the mid-growth, together with careful pruning of the canopy will allow for controlled visual penetration through the natural vegetation. Such selective clearing can combine the benefits of screening negative items (such as loading areas) via closed woods while directing visual emphasis to positive items

(such as architectural building features, identification graphics and pedestrian plazas) via open woods. The open woods setting is particularly applicable where the native mid-growth is of poor quality.

Natural vegetation indigenous to the forest is required for all areas to be landscaped that otherwise do not call for formal plantings for architectural purposes. The intent is to encourage the "forest" concept and to discourage the use of non-native plant material

While understanding that considerable area within the site will need to be clear-cut for development purposes, much can be done during the design approval process to reduce the clear-cut zone. Wherever possible, the native forest must be preserved in groves rather than in lineal forms.

Any modification to the soil make-up, drainage or root structure within the native woods is to be avoided.

Areas designated as Forest Preserves in which the native woods are of poor quality (or nonexistent), or have been damaged by the construction process, must be reforested using new healthy plantings of the same varieties.

#### C. New Landscape Material

A project is not considered complete until the comprehensive landscape plan which deals with all external aspects of the site has been implemented.

New plant material must be primarily of the native varieties to blend with the existing vegetation system and may be augmented by non-indigenous vegetation.

All areas of a site not otherwise improved with buildings, structures, paving, etc., must be landscaped or restored to a natural but ordered appearance. In more open areas, a ground

cover consisting of native grasses and wildflowers is suggested. Where a more manicured cover is deemed appropriate, properly maintained grasses will be permitted.

Earthen berms may be used to add topographic interest and variety and are particularly effective as a screening element where the native forest is deficient and cannot be reconstructed. Such berms must be landscaped and contoured for a natural look utilizing varying slopes and heights (maximum recommended slope is three to one). Access to utility lines and drainage must be maintained.

Landscaped areas within parking lots must be protected from automobiles by the use of curbs, wheel stops or bollards.

A minimum of 20' of landscaped areas must be provided between building and pavement edge.

#### D. Street Right-of-Way

The area within the Owner's Property lines and that portion of the ROW which flanks the driveway entrances must be landscaped by the Owner. Such landscaping must not interfere with vehicular sight line requirements.

The Owner of a site will be responsible for restoring the street ROW to its original condition if damaged due to the Owner's construction activities.

#### E. Installation and Maintenance

No trees or understory will be cleared from any site without the prior approval of the Committee. Such clearing procedures must be in accordance with the clearing requirements of these Standards as set forth in Section 2.11.

During construction and thereafter, the Owner of each site must take all reasonable measures to protect and preserve all trees and vegetation

upon such site. No tree having a diameter of 4" or greater, measured 2' above the ground, is to be removed without the approval of the Committee.

Every site must be landscaped in accordance with the plans approved by the Committee. Such landscaping will be completed concurrent with the completion of the building, unless otherwise expressly approved. Once completed, all landscaping must be well maintained.

Owners are required to make a tree survey of all trees with 12" or larger caliper. This is done to preserve specimen trees during the design process. Until construction begins on a site, the native forest is to remain in its natural state.

#### F. Irrigation System

An underground automatic irrigation system is required for all newly landscaped areas. Information regarding the irrigation system may be included as a part of the landscape plan or may be shown on a separate plan.

### 3.9 Exterior Illumination

#### A. General

Exterior building and parking lot lighting is required on all sites.

All exterior lighting requires approval prior to installation. The fixture location, type, level and direction of illumination must be shown on a site lighting plan. All exterior lighting must be inconspicuous and directed to prevent glare or spillage into a public way, street or adjoining site(s).

All lighting fixtures must be confined to that area of the site within Paving Setback lines, except for entry drives and illumination of signs.

Consideration will be given to illumination of the native forest canopy within the front Forest Preserve using ground or tree mounted up-lights. The light sources must be concealed from the street and adjoining sites.

Certain projects or areas which are not within Residential Villages may have specific criteria for lighting which allow more theatrical lighting effects such as neon and multi-colored illumination.

#### B. Different, Adjacent Land Uses

Special attention must be paid to exterior illumination when the adjacent site is a Single Family Lot.

#### C. Exterior Lighting

Light fixtures in parking lots adjacent to Single Family Lots shall not exceed a maximum height of 24'. Light fixtures in parking lots in Residential Villages that are not adjacent to Single Family Lots shall not exceed a maximum height of 36'. Walkway lighting fixtures may have an overall maximum height of 12'.

Accent illumination is permissible for key points such as building entries. Exterior building lighting must have concealed sources of illumination and must not exceed levels required for general and accent illumination.

Any building mounted security lighting sources must be inconspicuous and must not project above the fascia or roofline of the building and must be shielded. Such fixtures and shield must be painted to match the surface to which they are attached or must otherwise be of a harmonious color. Security fixtures may not be substituted for parking lot or walkway lighting and are restricted to loading, storage, service and similar locations.

Illumination of building monument identification signs is permissible as described in the

following "Signage" section of these Standards. Multi-colored illumination generally is not permissible in Residential Villages.

No blinking, flashing, or moving lights shall be approved for sites in Residential Villages.

### 3.10 Signage

#### A. General

All exterior signage, both temporary and permanent, is subject to a design review and placement study and must be approved prior to fabrication and installation.

These signage standards deal with signage which pertains to a specific site. All such signage must be located on the site itself.

The objectives of the signage standards are as follows:

- To permit limited signage which aids orientation and identifies activities or uses.
- To restrict private signs which overload the public's capacity to receive information.
- To restrict private signs which hinder public safety by increasing the probability of an accident, either by distracting attention or by obstructing vision.
- Maintain aesthetics.

No sign, except as provided herein, shall move, make noise, employ blinking lights or have exterior florescent lamps or utilize inflatables of any type.

Specific zones or districts outside the Residential Villages may employ signage elements different from these standards, including such signage aspects as size, color, materials, motion and lighting methods. ( See Zone Criteria.)

#### B. Permanent Signage

##### 1. Free Standing Monument

###### (a) General

Building Identification - Each Owner is required to identify the Owner's site in a manner which is easily discernable (but tasteful) to the general public and to public safety authorities. This identification is to be located in the immediate proximity of the primary access point to the site.

- Each site may have no more than one (1) sign oriented to each street on which the site has frontage with a maximum of two (2) signs per site. Corner signs may be approved and will constitute one of the two (2) permitted signs.
- The sign may identify the building as a whole, indicating the predominant occupant or occupants. The street address must be included on the sign and must be located in the upper left hand corner. Generally, multiple occupant listings are to be located on a directory within the building.
- Building owners have flexibility in their choice of materials for permanent signage. These selections, however, are subject to the approval of the Committee. Such material may either duplicate those of the building or otherwise be



complementary (but in harmony) with the building.

- Signs must be ground-mounted and structurally sound.
- All signs must be designed and constructed for low maintenance. Higher initial cost for materials is preferable to lower initial cost with high maintenance.
- The sign background preferably will be of one (1) color and material. Normally, the copy will be of one (1) color. However, black or white may be used as a second color.
- Company logos are acceptable, but are to be reproduced in the least amount of colors possible.
- Building signs may have copy on one (1) face and be parallel to the Property Line of the site, or have copy on two (2) sides and be perpendicular to the Property Line of the site.
- All sign illumination must also be approved by the Committee. Illumination, if needed, must be designed to be non-offensive to passersby or adjoining sites. Free-standing monument signs in Residential Villages must be ground mounted, with the base raised not more than 18" above natural grade, and ground illuminated.

(b) Retail

(i) Neighborhood Shopping Center

- Free-standing median entry signs identifying a "retail center" in Residential Villages shall have a maximum overall size of 4' high by 12' long. Other identification signs must be designed in harmony with the architecture of the retail center.
- Free-standing retail signs for individual businesses in Residential Villages shall have a maximum overall size of 5' high by 8' long.

(ii) Convenience Shopping

- Free-standing entry identification signs for a Convenience Center shall have a maximum overall size of 10' high by 10' long (6' high by 10' long if unanchored by a gas station or convenience store).
- The name of the center must be located on the top of the sign and up to eight (8) tenants may be listed below. The maximum sign size per tenant is 4 square feet
- The design and color of the sign must be compatible with the overall design of the center.

(iii) Other

- Free-standing signs for businesses outside the Residential Villages will be determined by the size and location of the parcel (see also Zone Criteria).

(c) Other Commercial

- The sign may identify the building as a whole, indicating the predominant

occupant or occupants. The street address must be included on the sign and must be located in the upper left hand corner. Generally, multiple occupant listings are to be located on a directory within the building.

- Signs in Residential Villages will have a maximum size of 5' high by 8' long and copy and logo size must adhere to this standard.

## 2. Building-Mounted

### (a) Retail

#### (i) Neighborhood Shopping Center

Each site may have no more than one (1) sign oriented to each street on which the site has frontage, with a maximum of two (2) signs per site.

The maximum vertical dimension for building-mounted letters for retail uses in Neighborhood Shopping Centers in Residential Villages are as follows:

- 4' - Anchor stores (20,000 GSF or larger)
- 3' - Anchor stores (10,000 GSF to 19,999 GSF)
- 2' - Pad Sites
- 18" - In-line retail stores

#### (ii) Community and Regional Centers

The maximum vertical dimension for building-mounted letter sizes for retail uses in Community Shopping Centers and Regional Shopping Centers is based upon the size of the building and the type of retail development.

#### (iii) Convenience Centers

Each store may have no more than one (1) building sign. The maximum vertical dimension for building-mounted letters is as follows:

- 24" – Convenience Store
- 18" – In-line Stores (white letters only)

Signage on gas pumps is not allowed.

### (b) Other Commercial

In Residential Villages, only one (1) sign is permitted oriented to the front of the building.

The maximum size letters for building-mounted signs outside Residential Villages is based upon the location, building height, and visibility of the sign to the ROW.

The maximum vertical dimension for building-mounted letters in Residential Villages is 2'.

## 3. Permanent Directional Signage

Directional signs are those which assist in locating loading, delivery and service areas, fire zones and internal traffic flow patterns. They must be located internal to the site. These signs must be as few in number as is functionally practical and will be consolidated where possible. They must be of horizontal format, and a given sign may not exceed eight (8) square feet in area. The maximum permissible letter height is 4". The design of these signs should be compatible with that of building identification signage. These signs may not be illuminated. No temporary directional signs are permitted within the Property Lines.

## 4. Permitted Banners

Permanent banners and/or flags may be permitted in retail centers provided that the design relates to the design or theme of the overall retail center, is integrated into the design of the retail center, and does not contain messages relating to the sale or promotion of merchandise or individual stores. Banners and/or flags relating to the seasons of the year or other major celebrations or events may be permitted by the Committee. The design, color, size, location and number must be appropriate for the individual retail center.

### 5. Multiple Occupancy Signage

When there are multiple occupants having separate and private entrances from the outside, a comprehensive occupancy identification graphics system will be required.

This system will accommodate all occupancy identification needs and be totally integrated as an exterior design element of the project. Where applicable, this system must be flexible to easily and readily accommodate tenant change. Such signage will generally be fixed to the building face.

### C. Temporary Signage

1. General - All temporary signs must be placed on the site to which they pertain. Temporary signs for future land use identification, project identification and construction signage must be of one-half inch or larger exterior grade plywood, sealed and painted with exterior grade paint. They may be installed a maximum of 3' above the ground and may not be illuminated. Existing vegetation must not be disturbed or removed solely for the display of this sign.
2. Future Land Use Identification - Signs which identify future land uses may be installed prior to installation of a "project identification" sign for a particular site.

- The maximum panel size is 4' high and 8' long.
- White vinyl letters a maximum of 9" capital height in Helvetica Medium Stroke.
- Top of panel will have a 10" band painted Pantone 477C Brown.
- Sign background color to be "Woodlands Green" (Pantone #3308C).

3. Project Identification - Upon receipt of Concept Approval of a proposed project, the Owner of a site may install on that site one (1) temporary project identification sign. The message must be limited to the name of the project, a brief project description and opening date, broker name and telephone number, and the name of the developer of the site. A logo and graphic of the project is also permissible. This sign must be removed upon the earlier to occur of (i) occupancy of the individual building, or (ii) placement of a permanent sign on the site for the individual building. These signs may be no larger than 4' by 8' and must be in accordance with the following:

- No more than four (4) messages.
- White vinyl letters a maximum of 9" capital height in Helvetica Medium Stroke.
- Top of panel will have a 10" band painted Pantone 477C Brown.
- Sign background color to be "Woodlands Green" (Pantone #3308C).
- Sign background color to be Color Number 349.
- Construction drawings available upon request.

4. Construction Signage - Upon the issuance of a building permit, the Owner's general contractor may install one (1) temporary construction sign on the site. This sign will be 4' high by 8' long, and may include such information as the project name, the Owner, Architect, Engineer, general contractor and financial institution. All copy must be white on "Woodlands Green" (Pantone 3308C) and may include a logo. This sign may be located only in the vicinity of the construction entrance to the site. This sign must be removed prior to the final inspection.
5. For Sale Signage - For Sale signs for free-standing buildings must match the specifications for "Construction Signage." Signs following these specifications are pre-approved.
6. Political Campaign Signage – The terms of The Woodlands Residential Development Standards, Part II, Section 2.15 Political Campaign Signs are incorporated herein by reference. A copy of these standards are available from the Committee.
7. Banners, Pennants Posters, and Inflatables

No banners, posters, pennants, or inflatables will be permitted on a site except for the following:

- One temporary banner that announces the opening of a new business may be approved for each new retail business for a period not to exceed two (2) weeks from initial opening of that business.
- The banner may be located on the temporary construction sign, on the permanent sign, on the building sign band, or in the window of the business. If located on the temporary construction sign or the permanent sign, the size of the banner must not exceed the length of the

sign to which it is attached or a maximum of 2' high and 8' long. The banner must be of a single neutral background color (white, gray, or black) and a single lettering color.

- Churches and schools may be permitted to install one (1) banner or freestanding, white-bladed, double posted sign with black letters and a maximum size of 2' high and 3' long per location for up to four (4) events per year for a maximum of seven (7) days per event. Banner or sign designs must be one of the following:

A free-standing, double-posted white paneled sign with a maximum size of 2' high and 3' long, with black letters.

A banner with a maximum size of 2' high and 8' long which must be of a single neutral background color (white, gray, or black) and a single lettering color, which is attached to the surface or hung below the permanent main identification sign, and does not exceed the length of that sign.

A banner with a maximum size of 3' high and 6' long which is attached to a permanent or temporary square metal frame (top and sides) which is painted black and which was a maximum height of 5'.

Banners which contain product, price, or other advertising are prohibited in Residential Villages.

Banners which are supported in trees are prohibited.

#### 8. Other

- A church which holds service at a temporary location may install one (1) temporary sign with a maximum size of 4' high and 4' long during the day and time

of the service. The sign plate must be of a neutral color with white or black letters.

- "Now Hiring" signs within Residential Villages are limited to one 8½" x 11" white sign per location affixed to a window or doorway inside the store.
- Flag poles may be approved if they do not exceed the greater of 2/3's the height of the building or 32', and are not located within a Forest Preserve.

### **3.11 Use of Street Rights-of-Way, Islands And Medians**

The terms of The Woodlands Residential Development Standards, Part III, Section 3.8. Use of Street Rights-of-Way are incorporated herein by reference. A copy of these standards are available from the Committee.

### **3.12 Maintenance**

#### **A. General**

Each Owner shall keep all sites owned by the Owner, and all Improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery, and the painting (or other appropriate external care) of all building and other improvements, all in a manner and with such frequency as is consistent with safety and good property management.

#### **B. Emergency Repairs**

All structures, improvements or landscaping damaged by fire, acts of nature, vehicles, or any other cause, shall be repaired or replaced as promptly as the extent of the damage will permit.

Emergency repairs made necessary due to an act of God or accident may be made without approval of the Committee, and should be completed in a timely manner. An application for approval may be required if permanent repairs result in a change of appearance, materials, colors, etc., from the original.

### **3.13 Non-Approved Uses / Nuisance**

Approval is required for any non-approved or non-conforming use of a site and improvements, including, but not limited to such uses as flea markets, community sales and promotional events. Approval, if granted, must be obtained in writing and prior to any such event.

#### **IV. APPENDIX**

##### **Forms**

Applications for Design Review -  
(Concept, Preliminary, Final)

Architect's Letter of Code Compliance

Architect's Letter of Completion

Certificate of Compliance



(Please type or print)

**APPLICATION FOR CONCEPT APPROVAL FOR COMMERCIAL CONSTRUCTION**  
**INITIAL & SUBSEQUENT CONSTRUCTION OVER 1000 SQ. FT.**

**APPLICATION AND PLANS MUST BE SUBMITTED ELECTRONICALLY**

Development Standards Committee / Development Review Committee / Commercial Standards Committee  
c/o Ken Anderson & Associates, Inc., Architects  
Trade Center Board, 2203 Timberloch Place, The Woodlands, Texas 77380 281/367-5430  
Email: [kanderson5@houston.rr.com](mailto:kanderson5@houston.rr.com)

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Project Type    ☐ Commercial    ☐ Recreational  
                      ☐ Industrial    ☐ Multi-Family Residential  
                      ☐ Institutional

Parcel Number	Village	Acreage
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Parcel Street Address

Owner \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address:

Architect Contact

Address	Phone #	Fax #
---------	---------	-------

Email Address:

Texas Registration Number \_\_\_\_\_

Development Criteria Date \_\_\_\_\_ Construction Type \_\_\_\_\_

**Houston Building Code:** Occupancy Classification \_\_\_\_\_ Occupant Load Allowed \_\_\_\_\_

Building Area: Maximum Allowed Per Code:

Setbacks Honored: Forest ☐ Yes ☐ No

Paving ☐ Yes ☐ No

Building ☐ Yes ☐ No \_\_\_\_\_

### Development Criteria:

Total Number of Buildings \_\_\_\_\_ Maximum Number of Stories \_\_\_\_\_ Maximum Height \_\_\_\_\_

Percent Coverage: Maximum Allowed: \_\_\_\_\_ Proposed \_\_\_\_\_

Total Gross Square Feet of A/C Floor Area: Maximum Allowed \_\_\_\_\_ Proposed \_\_\_\_\_

Total Parking Spaces: Required \_\_\_\_\_ Provided \_\_\_\_\_

Variance Requested: ☐ No ☐ Yes

**NOTE: Variance is Not Approved Unless Noted Here**

Submission checklist: (IN PDF FORMAT AND 11x17 PAPER FORMAT)

- ☐ Title Block- with project name, name and address of owner, name and address of firm preparing the plan, parcel and village designation, scale, preparation and revision dates, and the stage of submission (i.e., concept, preliminary and final).
- ☐ Base Date- showing all **existing** site conditions such as property boundary (with metes and bounds), parcel acreage, north arrow, existing or proposed streets (with name, ROW width and paving limits), easements and setbacks (forest, paving and building), and all other significant natural features such as ponds, etc.
- ☐ 1. Topographic survey of the site and tree survey of the site (optional).
- ☐ 2. Overall site plan showing the location, size and scope of all improvements (buildings, pedestrian and vehicular) and their relationship to the property boundary, neighboring structures and streets.
- ☐ 3. Statistical data setting forth building square foot areas, parking ratios and percentage of hard-surface coverage.
- ☐ 4. Tree preservation areas.
- ☐ 5. Provisions for trash storage.
- ☐ 6. Building plan(s).
- ☐ 7. Future expansion plans (Master Development Plan).
- ☐ 8. Development Criteria from original land sale contract.

**IMPORTANT NOTICE:**

Please be advised that **The Woodlands Fire Department** will require their review of fire safety plans for and a physical inspection of this project. **PLEASE CONTACT:** The Woodlands Fire Department, Fire Inspector, **Martha Hill**, 9951 Grogans Mill Road, The Woodlands, TX 77380, **Phone: 281/367-3444**, Fax: 281/367-2693, **email: mehill@catw-tx.org** for a fire inspection checklist.

**Please note: A Certificate of Completion will NOT be issued without authorization from The Woodlands Fire Department stating their requirements have been met. It is the applicant's responsibility to obtain this authorization.**

This is to certify that the information on this form is correct and the undersigned has read the above notice and is authorized to make this application.

Applicant Name \_\_\_\_\_ Signature \_\_\_\_\_

THE WOODLANDS LAND DEVELOPMENT COMPANY, L.P., THE APPLICABLE ASSOCIATION AND COMMITTEE, THE WOODLANDS COMMUNITY SERVICE CORPORATION, OR ANY PARTNER, OFFICER, DIRECTOR, EMPLOYEE, MEMBER, AGENT OR REPRESENTATIVE OF ANY OF THE FOREGOING SHALL NOT BE HELD LIABLE FOR SOIL CONDITIONS, DRAINAGE OR OTHER GENERAL SITE WORK; ANY DEFECTS IN PLANS AND SPECIFICATIONS REVISED OR APPROVED HEREUNDER; OR FOR ANY INJURY, DAMAGES, OR LOSS ARISING OUT OF THE MANNER OR QUALITY OR OTHER CIRCUMSTANCES OF APPROVED CONSTRUCTION ON OR MODIFICATIONS TO ANY SITE, STRUCTURE OR IMPROVEMENT.

**HOLD HARMLESS**

Owner understands that the Community Associations and the Committees do not review plans for compliance with applicable laws or codes, and that it is the duty of the Owner and the Owner's contractors or consultants to design and construct the proposed improvement according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold the Woodlands Community Association, inc., The Woodlands Association, Community Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

I understand that construction is not to begin until approval has been received from the appropriate Committee.

I certify that I am the owner or authorized to sign this form with the authority of, and as agent for, the owner:

\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature Date

**This section is for DSC / DRC / CSC / Trade Center Board use only**

Dear Applicant:

Please be advised that the DSC / DRC / CSC in its regularly scheduled meeting of \_\_\_\_\_ took the following action on your application for Concept Approval:

- ☐ Approved
- ☐ Conditionally Approved:

☐ Please submit the following documentation:

\_\_\_\_\_  
\_\_\_\_\_
- ☐ Disapproved (as indicated below):

You may:

- ☐ Proceed at once with your application for preliminary approval.
- ☐ Revise and proceed with your application for preliminary approval.
- ☐ Revise and resubmit for Concept Approval.

DRC / CSC / Trade Center Board Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Current DRC/CSC Authorized Commercial )

DSC Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Current DSC Chairman or Authorized Signature)

## **APPLICATION FOR PRELIMINARY APPROVAL FOR COMMERCIAL CONSTRUCTION**

### **INITIAL & SUBSEQUENT CONSTRUCTION OVER 1000 SQ. FT.**

Development Standards Committee / Development Review Committee / Commercial Standards Committee  
c/o Ken Anderson & Associates, Inc., Architects  
Trade Center Board, 2203 Timberloch Place, The Woodlands, Texas 77380 281/367-5430  
Email: [kanderson5@houston.rr.com](mailto:kanderson5@houston.rr.com)

Project Name \_\_\_\_\_

Parcel Number \_\_\_\_\_ Village \_\_\_\_\_ Acreage \_\_\_\_\_

Parcel Street Address\_\_\_\_\_

Owner \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

Architect \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

Civil Engineer \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

Landscape Architect \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

Texas Registration Number \_\_\_\_\_

Development Criteria Date \_\_\_\_\_ Construction Type \_\_\_\_\_

**Houston Building Code:** Occupancy Classification\_\_\_\_\_ Occupant Load Allowed\_\_\_\_\_

Net Coverage: Maximum Allowed Per Code \_\_\_\_\_

Setbacks Honored: Forest ☐ Yes ☐ No

Paving ☐ Yes ☐ No

Building ☐ Yes ☐ No

### **Development Criteria:**

Total Number of Buildings \_\_\_\_\_ Maximum Number of Stories \_\_\_\_\_ Maximum Height \_\_\_\_\_

Percent Coverage: Maximum Allowed \_\_\_\_\_ Proposed \_\_\_\_\_

Total Gross Square Feet of A/C Floor Area: Maximum Allowed \_\_\_\_\_ Proposed \_\_\_\_\_

Total Parking Spaces:		Required	Provided
1	2	3	4

Variance Requested: ☐ No ☐ Yes

**NOTE: Variance is Not Approved Unless Noted Here**

Submission checklist: (IN PDF FORMAT AND 11x17 PAPER FORMAT)

<input type="checkbox"/> Title Block-	with project name, name and address of owner, name and address of firm preparing the plan, parcel and village designation, scale, preparation and revision dates, and the stage of submission (i.e., concept, preliminary and final).
<input type="checkbox"/> Base Date-	showing all <b>existing</b> site conditions such as property boundary (with metes and bounds), parcel acreage, north arrow, existing or proposed streets (with name, ROW width, and paving limits), drainage systems serving the site, easements and setbacks (forest, paving and building), topography, major stands of vegetation, and all other significant natural features such as ponds, etc.

**(OVER)**

(checklist cont'd.)

- ☐ 1. Site survey.
- ☐ 2. Site improvement details such as building(s), parking lot(s) and or garage, curbing, walks, culvert, fences, screens and mechanical equipment.
- ☐ 3. Civil plans that include existing and proposed grades and wet/dry utilities with sizes and locations.
- ☐ 4. Building plans and elevations (One copy of a colored elevation is needed).
- ☐ 5. Samples of all exterior building materials to show color, texture and finish. (Preferably mounted on an 18" X 24" foam board).
- ☐ 6. Mechanical equipment and screening. (Show all rooftop equipment on elevations).
- ☐ 7. Separate landscape plan(s) showing all vegetation setbacks, existing and proposed plant material and irrigation to be installed. (Irrigations should be to shoulder of road within jurisdictional codes, ordinances, etc.).
- ☐ 8. Location and details for all exterior signage whether freestanding or building mounted.
- ☐ 9. Site and exterior building illumination. (Note: Clearing permit may not be issued before receiving Final Approval without proof of financing.)
- ☐ 10. Construction access and staging areas, if starting construction after preliminary approval and clearing permit.

IMPORTANT NOTICE:

Please be advised that **The Woodlands Fire Department**, will require their review of fire safety plans for and a physical inspection of this project. **PLEASE CONTACT:** The Woodlands Fire Department, Fire Inspector, **Martha Hill**, 9951 Grogans Mill Road, The Woodlands, TX 77380, **Phone: 281/367-3444**, Fax: 281/367-2693, **email: mehill@catw-tx.org** for a fire inspection checklist.

**Please note: A Certificate of Completion will NOT be issued without authorization from The Woodlands Fire Department stating their requirements have been met.** It is the applicant's responsibility to obtain this authorization.

This is to certify that the information on this form is correct and the undersigned has read the above notice and is authorized to make this application.

Applicant Name \_\_\_\_\_ Signature \_\_\_\_\_

THE WOODLANDS LAND DEVELOPMENT, L.P., THE APPLICABLE ASSOCIATION AND COMMITTEE, THE WOODLANDS COMMUNITY SERVICE CORPORATION, OR ANY PARTNER, OFFICER, DIRECTOR, EMPLOYEE, MEMBER, AGENT OR REPRESENTATIVE OF ANY OF THE FOREGOING SHALL NOT BE HELD LIABLE FOR SOIL CONDITIONS, DRAINAGE OR OTHER GENERAL SITE WORK; ANY DEFECTS IN PLANS AND SPECIFICATIONS REVISED OR APPROVED HEREUNDER; OR FOR ANY INJURY, DAMAGES, OR LOSS ARISING OUT OF THE MANNER OR QUALITY OR OTHER CIRCUMSTANCES OF APPROVED CONSTRUCTION ON OR MODIFICATIONS TO ANY SITE, STRUCTURE OR IMPROVEMENT.

-----HOLD HARMLESS-----

Trade Center Board

This Section for DSC / DRC / CSC use only

Dear Applicant:

Please be advised that the DSC / DRC / CSC in its regularly scheduled meeting of \_\_\_\_\_ took the following action on your application for Preliminary Approval:

- ☐ Approved
- ☐ Conditionally Approved:

☐ Please Submit the following documentation:

☐ Site Plan

☐ Elevations

☐ Civil Plans

☐ Signage

☐ Samples of exterior of building materials

☐ Landscape/Irrigation Plans

☐ Other: \_\_\_\_\_

☐ Disapproved (as indicated below): \_\_\_\_\_

You may:

- ☐ Proceed at once with your application for building permit.
- ☐ Revise and proceed with your application for building permit.
- ☐ Revise and resubmit for Preliminary Approval

DRC / CSC / Trade Center Board Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Current DRC/CSC Authorized Commercial)

DSC Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Current DSC Chairman or Authorized Signature)

(Please type or print)

**APPLICATION FOR FINAL APPROVAL FOR COMMERCIAL CONSTRUCTION**  
**INITIAL AND SUBSEQUENT CONSTRUCTION OVER1000 SQ. FT.**

**APPLICATION AND PLANS MUST BE SUBMITTED ELECTRONICALLY**

Development Standards Committee / Development Review Committee / Commercial Standards Committee  
c/o Ken Anderson & Associates, Inc., Architects  
Trade Center Board, 2203 Timberloch Place, The Woodlands, Texas 77380 281/367-5430

Date\_\_\_\_\_

Project Name\_\_\_\_\_

Project Type     ☐ Commercial                      ☐ Recreational  
                         ☐ Industrial                              ☐ Multi-Family Residential  
                         ☐ Institutional

Parcel Number\_\_\_\_\_ Village\_\_\_\_\_ Acreage\_\_\_\_\_

Parcel Street Address\_\_\_\_\_

Owner\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone #\_\_\_\_\_ Fax #\_\_\_\_\_

Email Address: \_\_\_\_\_

Architect\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone #\_\_\_\_\_ Fax #\_\_\_\_\_

Email Address: \_\_\_\_\_

Civil Engineer\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone #\_\_\_\_\_ Fax #\_\_\_\_\_

Email Address: \_\_\_\_\_

Landscape Architect\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone #\_\_\_\_\_ Fax #\_\_\_\_\_

Email Address: \_\_\_\_\_

Texas Registration Number\_\_\_\_\_

Development Criteria Date\_\_\_\_\_ Construction Type\_\_\_\_\_

**Houston Building Code:** Occupancy Classification\_\_\_\_\_ Occupant Load Allowed\_\_\_\_\_

Net Coverage: Maximum Allowed Per Code \_\_\_\_\_

Setbacks Honored: Forest    ☐ Yes                      ☐ No\_\_\_\_\_

Paving    ☐ Yes                      ☐ No\_\_\_\_\_

Building    ☐ Yes                      ☐ No\_\_\_\_\_

**Development Criteria:**

Total Number of Buildings \_\_\_\_\_ Maximum Number of Stories\_\_\_\_\_ Maximum Height\_\_\_\_\_

Percent Coverage: Maximum Allowed \_\_\_\_\_ Proposed\_\_\_\_\_

Total Gross Square Feet of A/C Floor Area: Maximum Allowed\_\_\_\_\_ Proposed\_\_\_\_\_

Total Parking Spaces: Required\_\_\_\_\_ Provided\_\_\_\_\_

Variance Requested:    ☐ No    ☐ Yes\_\_\_\_\_

**NOTE: Variance is Not Approved Unless Noted Here**

Submission checklist: (IN PDF FORMAT AND 11x17 PAPER FORMAT)

☐ Title Block- with project name, name and address of owner, name and address of firm preparing the plan , parcel and village designation, scale, preparation and revision dates, and the stage of submission (i.e., concept, preliminary and final).

☐ Base Date- showing all **existing** site conditions such as property boundary (with metes and bounds), parcel acreage, north arrow, existing or proposed streets (with name, ROW width and paving limits), drainage systems serving the site, easements and setbacks (forest, paving and building), topography, major stands of vegetation, and all other significant natural features such as ponds, etc.

One (1) Set of contract documents in 11X17 format (drawings and specifications, bearing architect's, landscape architect's, and engineer's seal) including:

**(OVER)**

- ☐ 1. Complete civil, mechanical, electrical, plumbing, structural and architectural data for all proposed exterior and interior improvements.
- ☐ 2. Architect's Letter of Completion  
NOTE: This letter to be submitted at the completion of the project after architect inspection of the project.  
Certificate of Compliance will NOT be issued without submission of this letter.
- ☐ 3. Final plan review fee made out to The Woodlands Development Company (TWDC). Fee is based on new fee standards adopted in May 2005.
- ☐ 4. CD of all electronic files (pdf format) and AutoCAD file including site plan.

Please be advised that **The Woodlands Fire Department**, will require their review of fire safety plans for and a physical inspection of this project. **PLEASE CONTACT:** The Woodlands Fire Department, Fire Inspector, **Martha Hill**, 9951 Grogan's Mill Road, The Woodlands, TX 77380, **Phone: 281/367-3444**, Fax: 281/367-2693, **email: [mehill@catw-tx.org](mailto:mehill@catw-tx.org)** for a fire inspection checklist.

This is to certify that the information on this form is correct and the undersigned has read the above notice and is authorized to make this application.

**Note:** After final approval, no construction can commence until clearing limits are ribboned in accordance with a clearing plan and a clearing permit is issued.

## HOLD HARMLESS

Owner understands that the Community Associations and the Committees do not review plans for compliance with applicable laws or codes, and that it is the duty of the Owner and the Owner's contractors or consultants to design and construct the proposed improvement according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold the Woodlands Community Association, inc., The Woodlands Association, Community Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

**I understand that construction is not to begin until approval has been received from the appropriate Committee.**

**I certify that I am the owner or authorized to sign this form with the authority of, and as agent for, the owner:**

\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature Date

Dear Applicant:

Please be advised that the DSC / DRC / CSC in its regularly scheduled meeting of \_\_\_\_\_ took the following action on your application for Concept Approval:

- ☐ Disapproved (as indicated below):

You may:

- ☐ Proceed at once with your application for preliminary approval.
- ☐ Revise and proceed with your application for preliminary approval.
- ☐ Revise and resubmit for Concept Approval.

DRC / CSC / Trade Center Board Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Current DRC/CSC Authorized Commercial )

DSC Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Current DSC Chairman or Authorized Signature)

(This letter is to be submitted by architect with the final plans and final plan review fee – see The Woodlands Commercial Planning and Design Standards booklet for fee schedule). Letter MUST be sealed by architect.

# SAMPLE

*THE FOLLOWING LETTER SHOULD BE SUBMITTED ON ARCHITECT'S LETTERHEAD, WITH ARCHITECT'S SEAL:*

Mr. Matt Swanson  
DRC, DSC, CSC  
2203 Timberloch Place, Suite 112  
The Woodlands, Texas 77380

RE: (Project Name & Parcel Number or Street Address)

Dear Mr. Swanson:

(PROJECT NAME), located at (PROJECT ADDRESS), has been designed in accordance and compliance with the City of Houston Building Code and all applicable federal, state and local laws.

Sincerely,

# Architect's seal

(This letter is submitted by the Architect **at the completion of the project.** This letter is required for any refund of monies deposited in escrow with The Woodlands Operating Co., prior to the start of the project). This letter must be sealed and signed by the architect.

(Architect's Letterhead)

**ARCHITECT'S LETTER OF COMPETITION**

(Date)

DRC/DSC/CSC

Attn: Matt Swanson

Ken Anderson & Associates, Architects

2203 Timberloch Place, Suite 112

The Woodlands, TX 77380

Re: DRC/DSC/CSC/TRADE CENTER  
Commercial Planning and Design Standards  
Section 2.11 E  
Structure or Improvement \_\_\_\_\_  
Location – Parcel \_\_\_\_\_  
Village \_\_\_\_\_  
DRC/DSC/CSC Approval Date \_\_\_\_\_

Gentlemen:

The undersigned prepared the final plans, and if applicable, specifications, for the subject structure or improvement and has made inspections of the structure or improvement during construction. Based upon the foregoing, I hereby certify to you that the following statement is true and correct as of the date hereof:

The structure or improvement has been completed in substantial compliance with the approved plans and, if applicable, specifications and codes adopted by the DRC/DSC/CSC, subject to approved variances.

We acknowledge that you are relying on this letter in connection with the issuance of the Certificate of Compliance pursuant to Section 2.11 E of the Commercial Planning and Design Standards and would not issue that Certificate without this letter.

Name: \_\_\_\_\_  
Registered Architect  
State of Texas Reg. No. \_\_\_\_\_

**Architect's  
Seal**

**SAMPLE**